
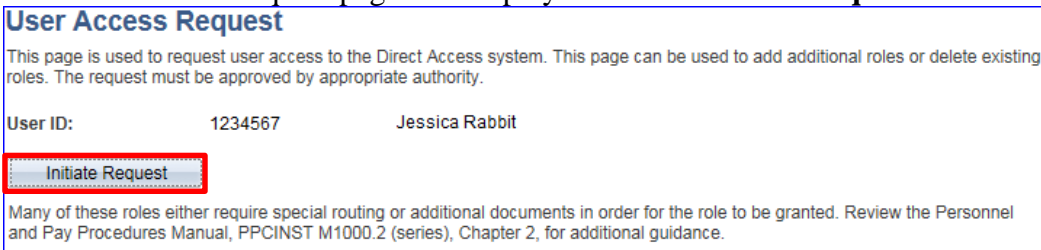
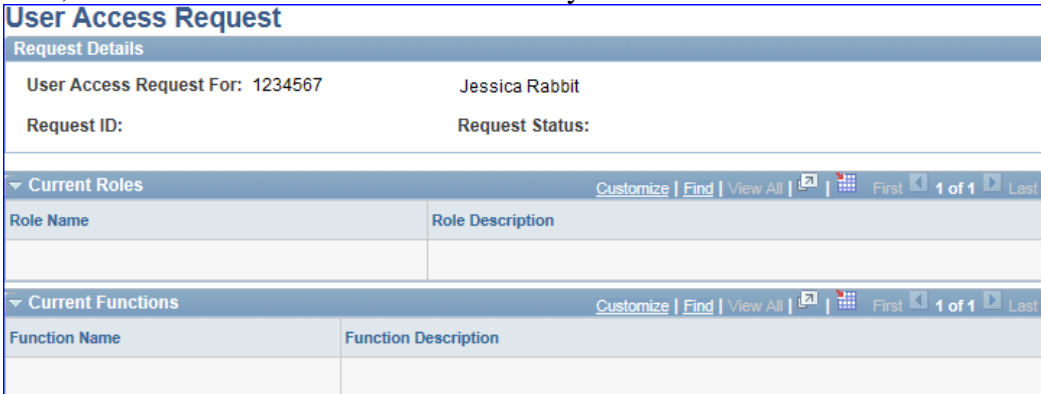


Requesting New User Roles

Introduction This guide provides the procedures for requesting new user roles in Direct Access. Please allow 24 hours after PPC approval to see the updated roles in DA.


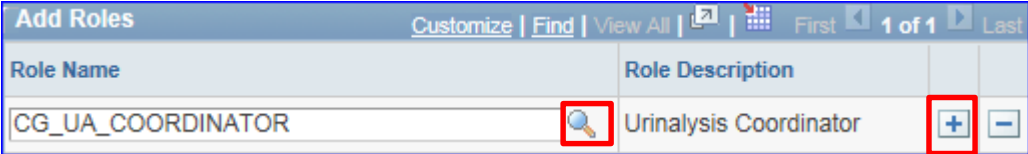
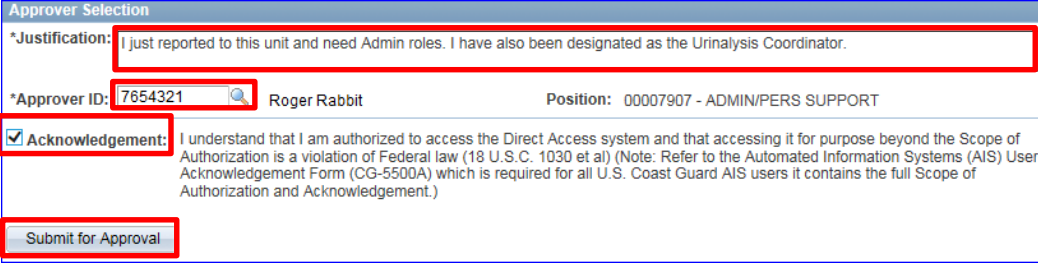
Procedures See below.

Step	Action
1	<p>From the Requests tab, click the User Access Request link in the Self Service Requests pagelet.</p> 
2	<p>The User Access Request page will display. Click the Initiate Request button.</p> 
3	<p>The member's current roles and functions (if any) will display. When members PCS, their roles are reset to Self Service only.</p> 

Continued on next page

Requesting New User Roles, Continued

Procedures,
continued

Step	Action
4	<p>Select the Functions that the position requires.</p> 
5	<p>Use the lookup and the plus sign to add additional roles.</p> 
6	<p>Once all functions and roles have been added, enter the Justification for the request, enter the Approver's Emplid or use the lookup to select it, check the Acknowledgement box and then hit Submit for Approval.</p> 

Continued on next page

Requesting New User Roles, Continued

Procedures,
continued

Step	Action
7	<p>Once submitted, a notification email will be sent to the approver.</p> <div><p>From: DoNotReply@direct-access.us Sent: Tuesday, June 07, 2016 12:48 PM To: Rabbit, Roger Subject: [Non-DoD Source] User Access Request - Waiting Approval</p><p>User access request has been waiting for your approval.</p><p>Requested For : Jessica Rabbit Request ID : 0000032</p></div> <p>Once they approve it, the request is forwarded to PPC for final approval.</p>
8	<p>Upon final approval, this email notification will be sent to the requester:</p> <div><p>From: DoNotReply@direct-access.us Sent: Tuesday, June 07, 2016 9:55 AM To: Rabbit, Jessica Subject: [Non-DoD Source] User Access Request - Approved</p><p>Your user access request has been approved.</p><p>Requested For : Jessica Rabbit Request ID : 0000025</p></div>
9	<p>If the request is denied by either the first approver or PPC, this email notification will be sent to the requester:</p> <div><p>From: DoNotReply@direct-access.us Sent: Tuesday, June 07, 2016 11:06 AM To: Rabbit, Jessica Subject: [Non-DoD Source] User Access Request - Denied</p><p>Your user access request has been denied.</p><p>Requested For : Jessica Rabbit Request ID : 0000029</p></div>
